

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

5 February 1980

MEMORANDUM FOR: Mr. Douglas Cannon
Deputy Team Leader
Logistics & Communications Division, GAO

STATINTL

FROM: [REDACTED]
Chief, Information Services Staff
Directorate of Administration

SUBJECT: CIA's Implementation of the Systematic Review Requirements of E.O. 12065 and its Predecessor E.O. 11652

REFERENCE: Telephone Conversations of 4 and 7 January 1980 Between Mr. Cannon and [REDACTED] Concerning Specific GAO Questions

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1. Your questions and answers thereto are set forth below in logical sequence:

- Q. Status of Records Schedules - total holdings with percent permanent and temporary.
- A. The Agency has Records Control Schedules approved by the National Archives and Records Service identifying permanent and temporary records. However, a precise percentage breakdown of permanent and temporary records depends upon: (1) completion of our records review which under ISOO Directive No. 1 isn't due until December 1, 1980; and (2) updating of our records control schedules. At this point the estimated Agency total records holdings, both permanent and temporary, is 274,997 cubic feet of records. 224,199 cubic feet are considered temporary -- an estimated 50,798 cubic feet are permanent as follows:

	<u>TOTAL (cu. ft.)</u>	<u>PERMANENT (cu. ft.)</u>
ARCHIVES	24,497	24,497
RECORDS CENTER	68,517	10,812
HEADQUARTERS	181,983	
Constituting:		
DCI 5,237	estimative factor of	
DDA 48,935 x 5% = 2,708		
DDO 32,416		
DDS&T 40,441	estimative factor of	15,489
NFAC 54,954 x 10% = 12,781		

- Q. Estimate of percent of CIA records which must be reviewed document by document as opposed to bulk declassification.
- A. Generally all CIA permanent records must be reviewed document by document to avoid the inadvertent declassification of national security information meeting the classification criteria of E.O. 12065. Certain unique files, such as chrono files of an office, which are largely classified and in which file integrity is essential, may be reviewed on a folder basis. Under this procedure, the file is reviewed as a single document. Classification of the file is maintained with each document stamped for individual review if it is requested under the FOIA or Mandatory review provisions of E.O. 12065.
- Q. Number of pages reviewed to date and percent declassified - OSS vs. CIG/CIA.
- A. CIA has reviewed 862 cubic feet or 1,724,000 pages of OSS permanent records for accessioning to NARS, of which a first increment of 200 cubic feet has been accessioned. Over 90% of OSS material reviewed thus far has been declassified. CIA has systematically reviewed 1,166,384 pages of CIG/CIA information 20 years of age or older of which 58,161 pages or 4.98% has been declassified. Declassification of later information varies according to category. For example, of 855 documents constituting 9,786 pages of older (1947-1950) finished intelligence reports reviewed, 7,133 pages or 72.9% were declassified. On the other hand no permanent information on certain sensitive operations can be declassified.
- Q. The estimated number of pages of permanent records to be reviewed by 1988. Rate of review with current and projected resources. Shortfall if any.
- A. Of the estimated 50,798 cubic feet of permanent records, some 25% are "guesstimated" as 20 years of age or older. An additional 25% are estimated as becoming 20 years of age or older by 1988. The estimated workload to be accomplished by 1 December 1988 is therefore half of the permanent records or 25,399 cubic feet. At 2,000 pages per cubic foot, the estimated number of pages to be reviewed by 1988 is 50,798,000. In FY 79, excluding OSS documents, 20 CIA review officers systematically reviewed over a period of 250 work days, nearly 700,000 pages of material. An additional 11 personnel were involved as intelligence assistants, data inputters, secretaries, and managers. The rate of review was 140 pages per day per reviewer. Estimated number of pages reviewed per year at the FY 79 rate are: FY 80 - 1,050,000; FY 81-84 - 1,225,000; and FY 85-88 - 1,330,000; or a total of 11,270,000 pages. This number amounts to 22% of the estimated workload to be completed during the period FY 80 through 1988 leaving a shortfall of 78%.

- Q. The number of CIA personnel working on systematic review for declassification and the yearly cost beginning with FY 73 to FY 80 with projections for FY 81 - FY 88.
- A. CIA personnel allocated to systematic review and costs incurred are set forth below beginning with FY 73 and continuing through FY 88. It should be noted that CIA's review program began modestly in FY 73 with 3 part-time independent contractors to review OSS documents. This part of the systematic review program subsequently increased to 15 part-time independent contractors at an annual cost of \$160,000. This allocation rate of personnel and funds for OSS documents is projected through FY 83 when hopefully all OSS documents will have been systematically reviewed.

In FY 77 and FY 78 components began to detail personnel for the systematic review program pending the authorization of required new positions. In FY 79, 39 new positions were authorized for the systematic review program with an additional 5 positions projected for FY 81. Approval was also secured to hire retired annuitants as part-time contract employees equivalent to 8 AE. A 5% inflation factor is included in cost projections beginning in FY 82.

<u>FISCAL YEAR</u>	<u>NO. OF PERSONNEL</u>	<u>COSTS</u>
1973	3	\$ 31,500
1974	7	65,000
1975	10	94,484
1976	15	143,650
1977	25	421,820
1978	30	547,022
1979	46	1,038,277
1980	57	1,647,000
1981	62	1,728,000
1982	62	1,806,400
1983	62	1,896,720
1984	47	1,823,556
1985	50	2,019,600
1986	50	2,120,580
1987	50	2,226,609
1988	50	2,337,939
	TOTAL	\$19,948,157

- Q. If CIA were relieved of the systematic review requirement and continued mandatory review only, what would be the saving.

- A. Excluding OSS permanent records for which we believe systematic review should be completed at modest cost by the end of FY 83, it will cost beginning in FY 80 an estimated \$17,606,404 to accomplish 22% of CIA's estimated workload to be completed by 1988. The savings would be tremendous if CIA were relieved of the systematic review requirement and serviced only mandatory review requests. In 1978 CIA spent \$260,000 servicing mandatory review requests and a comparable amount in 1979. If \$260,000 for mandatory review requests is projected for the years FY 80 - FY 88 the cost is \$2,340,000. This amount compares to an estimated \$17,606,404 for systematic review for the same period to accomplish only 22% of the task. Estimated savings would be \$15,266,404. It should also be recognized that overall most intelligence permanent records cannot be declassified for reasons of national security. Relief from the systematic review requirement of E.O. 12065 would not only enable funds and personnel to be directed against high priority intelligence objectives, but would also lessen the possibility of error in releasing sensitive information which could result in serious damage to national security. The latter possibility increases in a worsening international environment when release of older information about a country whose government has changed could adversely affect U.S. relations with the new government. Finally, it could be noted that if personnel were allocated to complete by 1988 the estimated workload of permanent records, the cost would be in the neighborhood of \$80,000,000.

2. Guidelines as listed below governing the systematic review program are attached:

- a. Guidelines for Classification Review of CIA Predecessor Records and Information Between 1941-1946;
- b. Review of Foreign Government Information (OSS Documents);
- c. Guidelines for the Review of Records for the Period From the End of OSS to the Beginning of CIA 1 October 1945 - 20 September 1947;
- d. CIA Systematic Review Guidelines;
- e. Guidelines for Systematic Review of Foreign Government Information Thirty Years Old or Older;
- f. Special Procedures for Use in Systematic Review of Cryptologic Information Pursuant to Section 3-403 of Executive Order 12065; and
- g. Categories of Information for Which the Director of the Information Security Oversight Office (ISOO) Has Granted Waivers of the 10-year Review Requirement of Section 3-401 of Executive Order 12065.

3. It is requested that information provided by CIA and included in proposed GAO reports be checked with CIA from the standpoints of classification and use prior to publication.


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Attachments: a/s

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CRD/ISS  :jp (1 Feb 80)
Retyped: ISS/DDA:ydc (5 Feb 80)